

# New Student & Family Programs Family Programming Fellow

## *New Student & Family Programs Mission*

The mission of New Student & Family Programs is to provide new undergraduate students the information and activities needed to transition smoothly to the University of North Carolina at Chapel Hill, and to promote an on-going relationship between the parents/families of all Carolina students and the University in support of their students' success at Carolina.

## *New Student & Family Programs Core Values*

Learning: *Facilitate the student academic experience*

Student Success: *Provide support through transitions*

Inclusivity: *Cultivate an inclusive campus community*

Collaboration: *Foster community connections with internal and external partners*

Communication: *Communicate expectations, services, and resources*

Leadership: *Promote leadership and engagement opportunities*

## *Position Description*

The Fellow for Family Programming is a part-time position within New Student & Family Programs (NSFP). The Fellow will enhance NSFP's family programming and engagement efforts via event planning and implementation and by supporting communications strategy for events that include, but are not limited to:

- High Fives for Heels
- Carolina Family Weekend
- The Carolina Parents Council (fall & spring meetings, Grant Awards Day)
- Heels at Home Webinar Series

The Fellow will also work closely with the Communications Fellow to contribute to the UNC Family Experience online portal and newsletter. They will also assist the Program Coordinator in the annual review and editing process of the Family Calendar publication. The Fellow will also play a role in student leadership activities including recruitment, selection, and training.

They report directly to the Family Communications Program Coordinator.

## *Fellow Learning Outcomes*

The NSFP Fellow position is intentionally designed such that upon completion of the appointment, students will...

- Gain first-hand experience in supporting and managing student leaders.
- Create, amplify, and/or implement leadership, educational, and social initiatives.
- Obtain experience in working with a team of professional staff, fellows, and student workers in a fast-paced environment.
- Enhance their verbal and written communication skills in various settings with multiple constituents.
- Apply their understanding of their personal strengths, skills, values, and identities to their work in this role.
- Identify multiple possible outcomes of a decision/plan while generating specific, evidence-based solutions when addressing an issue or task.

- Cultivate an environment that is supportive and welcoming by advocating for and executing inclusive practices and initiatives.
- Collaborate with various campus partners to address the needs related to first-year students, transfer students, and parent/family transitional experiences.
- Prioritize managing multiple tasks and responsibilities effectively and efficiently.
- Articulate how contributions in role relate to career aspirations.

## *Qualifications*

- Exhibits advanced foundation of content knowledge of the University of North Carolina at Chapel Hill and the office of NSFP.
- Demonstrate the ability to solve problems, take initiative, and manage conflict.
- Demonstrate interest in advancing skills learned from former new student leader position.
- Exhibit good teamwork, communication, and interpersonal skills.
- Demonstrate respect for the diverse Carolina community and exhibit a desire to work well with a diverse group of students, staff, faculty, administrators, new students, and new family members.
- Exhibit leadership potential, professional demeanor, strong work ethic and willingness to accept responsibility.
- Abide by all University policies and civic laws.
- **Preferred role-specific qualifications:**
  - **Experience in small-scale and/or large-scale event planning**
  - **Communications experience (editing & writing skills that can translate across digital platforms and print)**
  - **Creative skillset (ability to create graphics via Canva or Adobe platforms)**

## *Job Responsibilities*

### **I. Conditions of Employment**

- a. Academic Standing
  - i. Must be full-time undergraduate student; have a minimum 2.5 GPA and be in good disciplinary standing with the University.
- b. Supervision
  - i. Will be directly supervised by the NSFP Coordinator but will also work closely with the Associate Director of NSFP on various projects.
- c. Length of Position
  - i. The duration of the position will be August 2026 – May 2027.
  - ii. Fellow for Family Programming will work approximately 10 hours per week in the NSFP office. These hours must be scheduled and approved by the Coordinating supervisor or the Associate Director.
- d. Conduct
  - i. This position carries an obligation to conduct themselves in a manner appropriate to their position as a representative of the University and to live and work in accordance with, uphold, and abide by all University policies and regulations. Any violation of these policies will be reviewed and addressed on a case-by-case basis and may result in immediate termination.
- e. Email Communication
  - i. Per University HR Policy, all faculty, staff and student-employees must use University-owned, managed, or approved email addresses for all work-related email correspondence (i.e. Email accounts that end in unc.edu). All faculty, staff and student-employees must maintain a university email address in the campus directory; faculty, staff, and student-employees may not

automatically forward email from campus email systems to external non-University managed email systems (such as Yahoo, Gmail, Hotmail, etc.).

## II. Job Responsibilities

- a. Programming
  - i. Assist the NSFP Coordinator with Family Programming overall, including, but not limited to planning, implementing, and assessing current and future programmatic initiatives such as the Carolina Family Weekend, High Fives for Heels & Heels at Home Webinar series.
  - ii. Work closely with the Associate Director to manage various components of the Parents Council.
  - iii. Other duties as assigned.
  
- b. Student Leadership
  - i. Assist with recruitment, selection, and training of NSFP Student Leaders
  - ii. Assist with coordination and implementation of the NSFP Student Leadership Retreat which takes place in January of each year (typically the 3<sup>rd</sup> or 4<sup>th</sup> weekend, tentatively January 23-24, 2027).
  
- c. Communications
  - i. Assist the NSFP Coordinator and Communications Fellow with editing process of the Family Calendar publication as well as contribute to the UNC Family Experience online portal.
  - ii. Work with Project Coordinators to engage Carolina families via NSFP social media platforms.
  
- d. Responsibilities also include participation in professional developmental opportunities, maintaining regular office hours, and serving as a contributing member of the NSFP staff.
  
- e. Other administrative and logistical development for the mission of NSFP to support events and all other programs sponsored by NSFP.

## *Compensation*

- III. Pay rate is \$15.00 per hour for agreed upon 8-10 hours per week.